

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**

POSITION ANNOUNCEMENT

POSITION TITLE:	Docket Clerk
STARTING SALARY:	CL 25 (\$34,593 - \$43,271)*
DUTY STATION:	Huntsville, Alabama
OPENING DATE:	January 27, 2006
CLOSING DATE:	February 10, 2006

***The starting salary is dependent upon experience and qualifications. Paralegal or legal experience is preferred.**

DUTIES: 1) Maintains an automated civil docket and suitable indices conforming to Rule 79 of the Federal Rules of Civil Procedure, and makes summary entries in the docket of all proceedings in each case. 2) Assists in case management by ensuring that all automated entries are appropriately linked for proper case management. 3) Prepares and transmits to appropriate parties such items as notices, judgments and orders. 4) Informs parties when a judgment or appealable order is entered on the docket. Answers inquiries on case status. (5) Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions. (6) Closes cases upon receipt of terminating documents, such as judgements and closing orders. (7) Other duties as assigned.

GENERAL EXPERIENCE: Progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

APPLICATION PROCEDURE: Submit a resume (which must include a daytime telephone number) and salary history to: **Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203 Attention: Personnel**

This position is subject to mandatory direct deposit of net pay.

More than one position may be filled from this announcement. This office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The most qualified applicants will be invited to participate in testing (typing, spelling and vocabulary) and a personal interview is dependent upon test results. Only those interviewed will receive notification when the vacancy is filled. The selected candidate will be subject to fingerprinting and a background check as a condition of employment.

The appointee must satisfactorily complete a probationary period of 90 days.

BENEFITS:

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. These include:

- 13 days paid vacation per year, increasing after three and fifteen years of employment
- 13 days paid sick leave per year
- 10 paid federal holidays per year
- Choice of medical coverage from a variety of plans
- Group life, long term disability, and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care.
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching)
- Participation in the Federal Employees Retirement System

EQUAL OPPORTUNITY EMPLOYER